



matthew reynolds consulting

Creating Community

Job Title: Sales Associate & Client Engagement Coordinator

Contractor Wage: \$20.00 Per Hour/ Plus 12% Commission of closed sales

Supervisors: Matthew Reynolds/Trena Bolden Fields

Status: Independent Contractor/Part-Time 15 hours per month

Mission

We are crafting a world from a place that is heart-centered, by providing workshops, coaching, consulting, and facilitation. This guides us to recognize each other's humanity. These actions build relationships that cultivate an inclusive consciousness that supports a values-driven culture of belonging, integrity, reciprocity, and dignity. We shift paradigms to embrace expanding into our biggest, fullest, brightest selves. We are a beloved community that invites you to join us as we craft a world through inclusive consciousness that fosters accountability, authenticity and human-centered leadership and stewardship of our resources, lives, living and Work.

Vision

We have a world where leaders, educators, and organizations boldly embrace perspective and world-view rooted in humanity, love, and collective growth. Through thought-provoking dialogue and intentional action, we cultivate inclusive and deeply supportive communities that honor our relationship to each other and our planet. With a commitment to a growth mindset and compassionate leadership, we aim to shift the consciousness of humanity—lovingly guiding individuals and institutions toward a more just, connected, and equitable future.

Job Summary

MRC is seeking a humanity-focused, sales-driven independent contractor to be a Sales Associate & Client Engagement Coordinator. This role is ideal for someone who thrives on building relationships, closing sales and guiding potential clients through our transformational services.

You will work closely with Matthew Reynolds and Trena Bolden Fields to nurture leads, follow up on inquiries, schedule consultations and convert interested people into committed clients. This position requires both a sales-forward approach and an administrative mindset. You will need to ensure every client interaction reflects our values while helping to drive revenue growth.

Essential Duties and Responsibilities

- Lead Management & Follow-up: Respond to new inquiries with warmth, clarity and enthusiasm; follow up with prospects to move them through MRC's sales process; track and manage leads in our CRM.
- Sales Conversations: Share details about consultations, packages and our process with prospective clients in a way that communicates our values and drives enrollment and client engagement.
- Appointment Scheduling: Schedule consultations for you and for Matthew. Ensure Matthew has all relevant information before each call.
- Contract & Onboarding Process: Guide clients from a verbal "yes" to signed contract and payment. Ensure all forms and agreements are completed in a timely manner.
- Email & Communication: Create and send templated and personalized responses and follow-up messages to client inquiries and when clients have agreed to purchase. Ensure timely follow-ups for sales and service needs.
- Relationship Nurturing: Maintain consistent, positive contact with both current and prospective clients to encourage repeat business and referrals.
- Other sales-related duties as assigned.

Desired Skills

Computer Skills: To perform this job successfully, an individual should have knowledge of Contact Relationship Management Software (CRM), office suite software, social media platforms (such as Instagram, Twitter, Facebook, etc), Slack and Discord.

Organized and Detailed-Oriented - able to manage multiple leads, contracts, and schedules.

Communication Skills: Strong written and verbal skills. Ability to compose emails and other correspondence in a clear and respectful manner.

Cultural/Communal Awareness: Must be culturally/communally open to and aware of others' customs, traditions, and practices. This encompasses all assemblages of connected individuals, including those unified by region, identity, ability, etc.

Self-Motivated: Able to take initiative and follow through without constant supervision.

Team-Focused: Strong commitment to collaboration and mutual success.

Have crafted your Equity Lens, preferred.

Duties

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between MRC and Contractor and is subject to change by MRC as the needs of the organization and requirements of the job change.

Summation

Our mission is to help people see other people's humanity through crafting their Equity Lens. We are deeply focused on seeing and addressing the layered internal and societal biases that limit equity, connection and truth. We believe in creating a world of empowered humans who can say truthfully, "I am living my biggest fullest and brightest." This work inspires our clients to lead with humanity in their relationships, communities, and organizations.

Our goal is to open the eyes of the world to definitively see the layered screens of internal and societal biases that obscure their vision. By helping others craft their Equity Lens, we place the power in their hands to start looking more clearly at what those barriers are and why they hold onto them. Our current Equity Lens statement of intent is "I am crafting a world of Empowered humans that can say truthfully and from their heart of hearts, "I believe in me." This liberation of truthful authenticity will allow our humanity to lead us into our relationships with others, the planet we live on, and our personal balance of mind, body, and spirit. May I allow myself and others grace, so we all may define and live our biggest, fullest, and brightest life." We hope everyone who supports

us and what we do holds to this statement, and works with us to expand our insights and our hearts.

We are looking for a Sales Associate who is not just selling a service, but is selling the transformation we provide. We are looking for someone who understands that every “yes” we receive means another person or organization has chosen to see the beauty and needs of humanity and step into meaningful change.

If you are passionate about sales, driven by impact, and ready to help others say yes to transformation, we’d love to hear from you!

Please email a resume, cover letter and references to trena@mrrconsulting.org.

We are accepting applications through August 29, 2025.